Travel & Expense Account Summary

Employee Name

Lynn Daucher

Expense Dates

02/02/10-02/04/10

Report Name

Feb2010 TEC-LD

Request Total \$

346.90

Direct Charge Total -

0.00

Travel Advances -

0.00

Net Due Employee =

346.90

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Feb TEC	346.90

NOTE: (d)=Direct Charge

DATE	Tue Feb 2	Wed Feb 3	Thu Feb 4				TOTAL
Commercial Air Fare	59.70		158.70		·		218.40
Mileage Personal Auto	14.50	105.00					119.50
Parking, Auto		9.00	÷				9.00
TOTALS \$	74.20	114:00	158.70				346.90

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15) I HEREBY CERTIFY That the above statement is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753, and 0754 pertaining to vehicle safety and seat belt usage.		1		1	1							PAID BY K	EVOLVING P	UND CHECK	. NO.

DATE

17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE AND TITLE (See item 17 in instructions)